

## **REQUESTS FOR PAYMENT AND FINANCIAL STATUS REPORTS**

Payments of grant funds must be requested by the organization receiving the grant award by submitting a completed Form SF-270, "Request for Advance or Reimbursement." Requests for payment must report the amount of funds that the grant recipient has already expended to carry out the project, along with a copy of an invoice that delineates the specific project expenditures that were incurred during the requested payment period. In exceptional circumstances, grant recipients may request payment advances. Such advances should be limited to the minimum amount needed to meet short-term disbursement needs.

A final submission of Form SF-269A, "Financial Status Report" (Form SF-269 if the project involved program income) is required no later than 90 days following the project's ending date.

Copies of the required financial status forms may be requested from FMPP or can be obtained from local offices of other Federal or State agencies that commonly receive or submit applications for Federal funds. The required forms can also be downloaded from the FMPP website at [www.ams.usda.gov/tmd/MSB/index.htm](http://www.ams.usda.gov/tmd/MSB/index.htm). Completed forms should be signed by the appropriate organizational representative and the original forms should be submitted to FMPP by express mail or courier service. Grant payments will be made electronically.